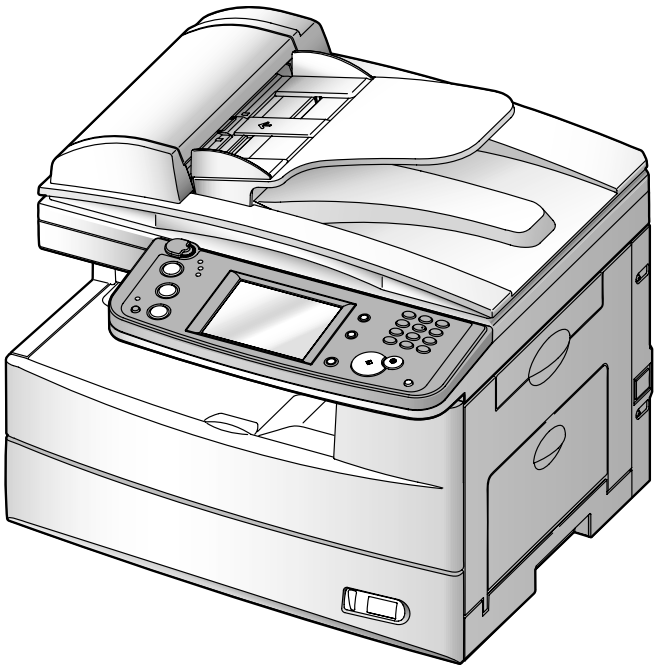
Muratec

Office Bridge™ *for MFX-2030 / MFX-1430 / F-560 / F-520*

# Setup Guide



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**Print** The checked step will be printed.


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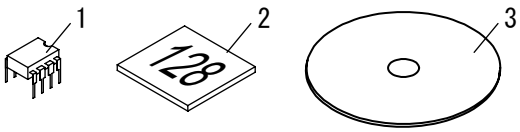
# Step 1: Installing the OfficeBridge Expansion kit

⚠**WARNING:** Hardware installation should be performed by a qualified service technician.

## Packing contents

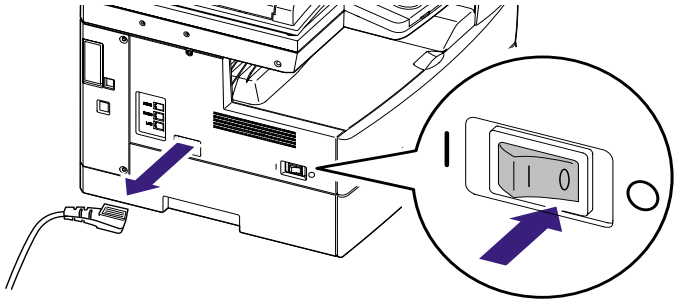
The following items are included in the OfficeBridge expansion kit.



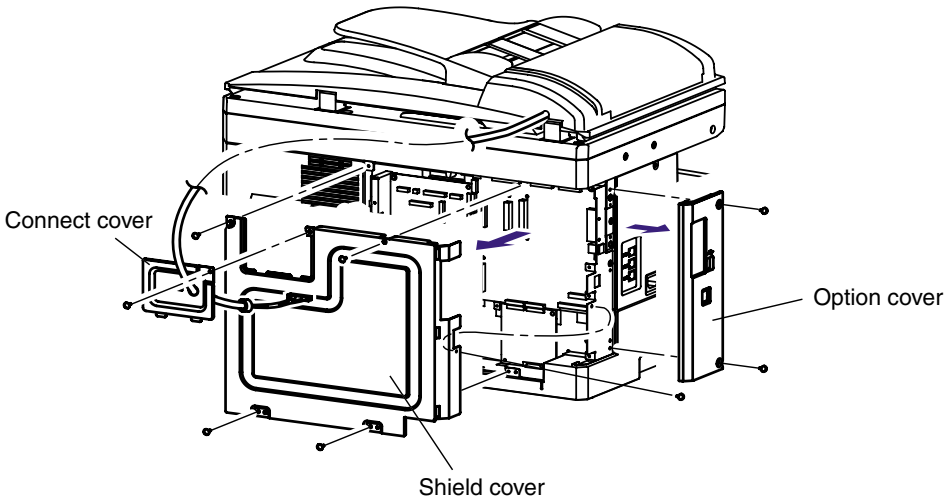

(1) OfficeBridge upgrade IC
(2) Compact Flash memory card (128 MB)
(3) Installation Disk, contains OfficeBridge programs and manuals.

## Installing the OfficeBridge expansion kit

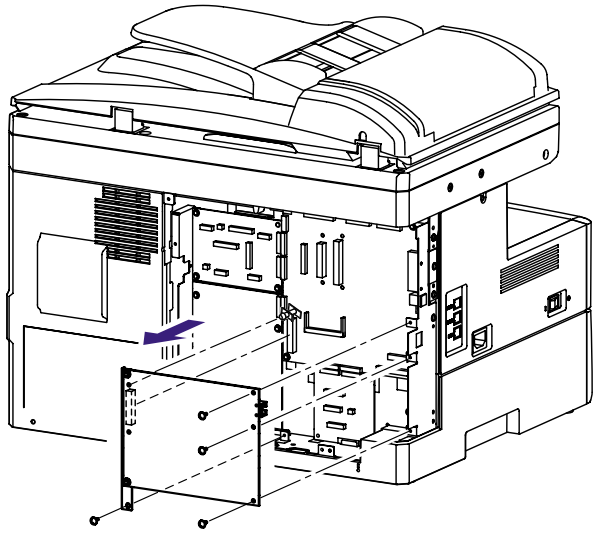
**1** Turn the power off and unplug the power cord.



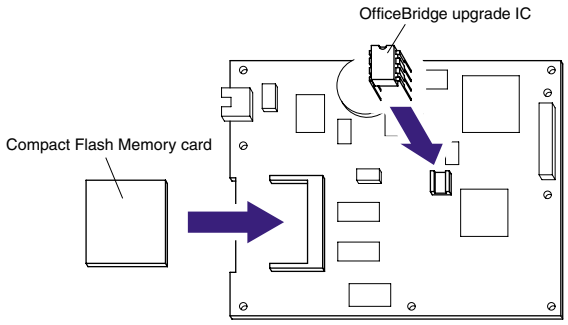
**2** Remove the covers.
(1) Remove the connect cover.
(2) Unplug the harness that is going through the connect cover.
(3) Remove the two screws and the option cover.
(4) Remove the five screws and the shield cover.



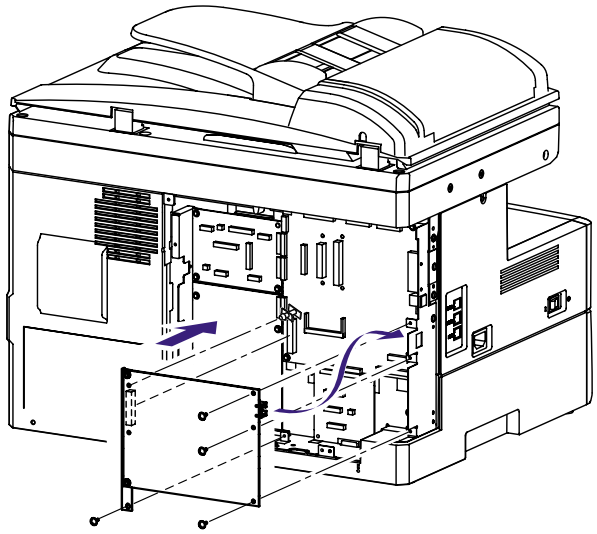
**3** Remove the network board from the MFP.
(1) Remove the four screws securing the network board.
(2) Release the tab on the left-upper side.



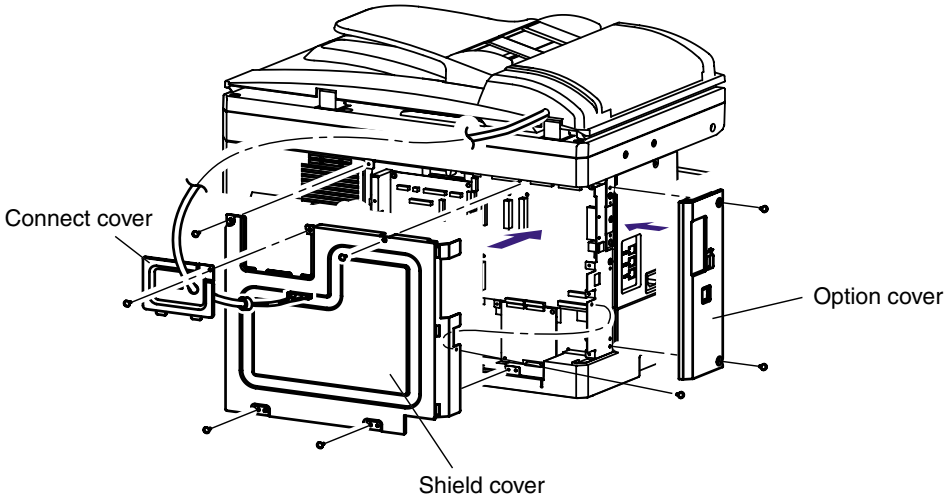
**4** Attach the OffceBridge upgrade IC and CompactFlash memory card to the network board.




**5** Reattach the network board.



**6** Reattach the covers.
(1) Attach the shield cover using five screws.
(2) Plug in the harness and attach the connect cover.
(3) Attach the option cover using two screws.



# Step 2: Connecting the cables

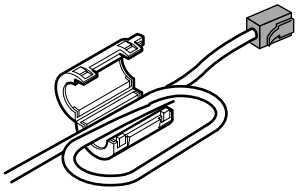
## Connecting the LAN cable

Connect your MFP to a network using standard LAN cables.

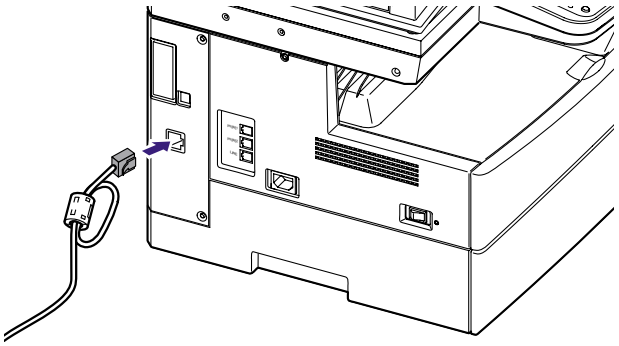
**NOTE:** Use Category 5 cable with an RJ-45 connector for the standard network port.

To attach the MFP to a network:

1. Make sure the MFP is turned off and unplugged.
2. Loop the LAN cable and attach the ferrite core as shown.
   The LAN cable loop should be about 5.1 cm (2 inches) from the end.

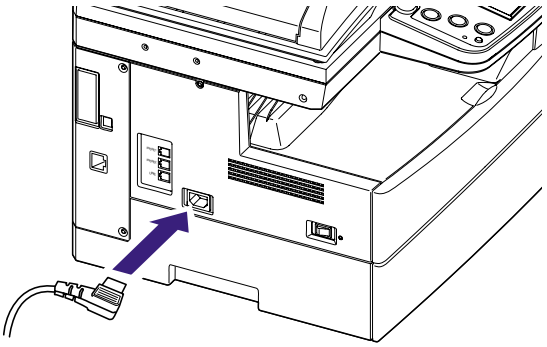


3. Plug one end of the standard LAN cable into a LAN drop or hub and the other end into the Ethernet port on the left-side of the MFP. The MFP will automatically adjust to compensate for the network speed.

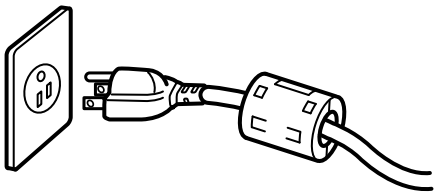


## Connecting the power cord

1. Plug the non-pronged end of the MFP power cord into the socket on the left-side of the MFP.



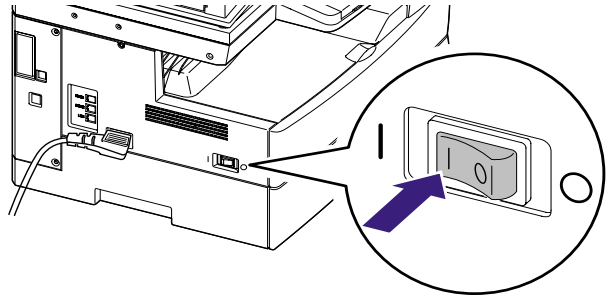
**2** Plug the pronged end into a properly grounded AC outlet.



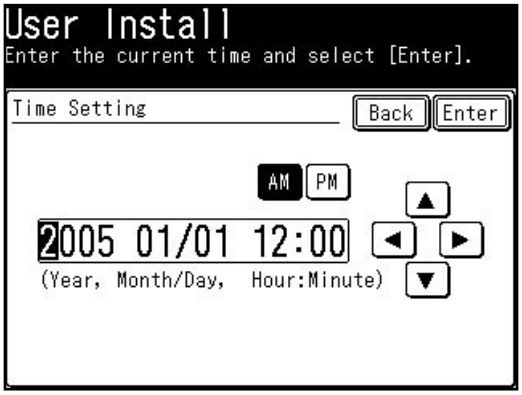
**NOTE:** The appearance of the plug and outlet differs according to the countries.

# Step 3: Turning the power on

**1** Plug in the power cord and turn the power on.
The markings are international standards: [ | ] means on, [O] means off.

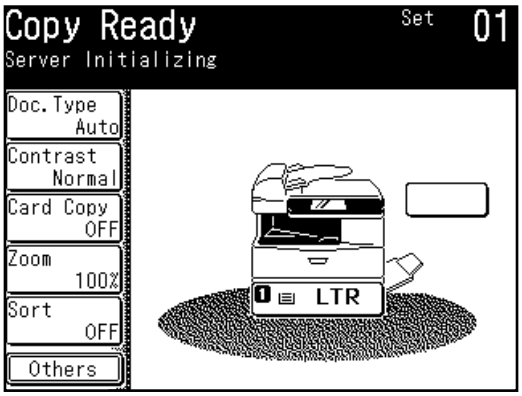


**2** In some cases the following message may appear. If this message appears, please enter the current time settings and press [Enter].




**NOTE:** The calendar format may vary according to the country.

**3** The “Server Initializing” message will appear on the display.
Please wait a few minutes until it disappears.




**NOTE:** If a DHCP (Dynamic Host Configuration Protocol) server is not installed on your network, the message will read “DHCP server did not respond“. In this case, you will need to turn off the DHCP server setting and enter the MFP IP address manually as described on “If your network is not using DHCP,” see page 7.

# Step 4: Configuring for TCP/IP settings

## Assigning an IP address to the MFP

### *If your network is using DHCP (Dynamic Host Configuration Protocol)*

An IP address is automatically assigned after you connect the network cable to the MFP.

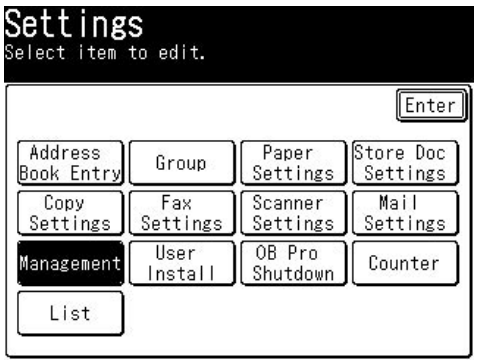
1. To see the assigned IP address for your MFP, print the “Network setting list”. To print the “Network settings list”, press [Settings], [List], [Network Settings], then [Yes] on the MFP control panel.
2. Go to “Verifying the IP settings” on page 11 and see step 2.

**NOTE:** Once the DHCP server has assigned the IP address to your MFP, that IP address **MUST** be reserved within the specific DHCP scope. Failure to do so could result in failed operation when the IP address lease expires.

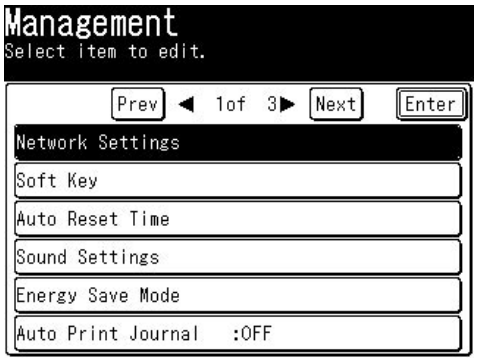
### *If your network is not using DHCP*

You should turn off the DHCP server setting. Then enter the IP address manually to install the MFP on your network. An easy way to do this is to use the MFP control panel:

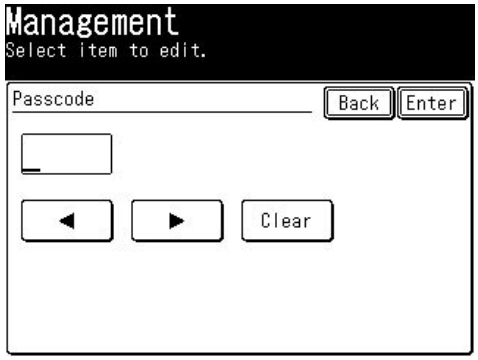
1. Press [Setting] on the MFP control panel, then [Management].



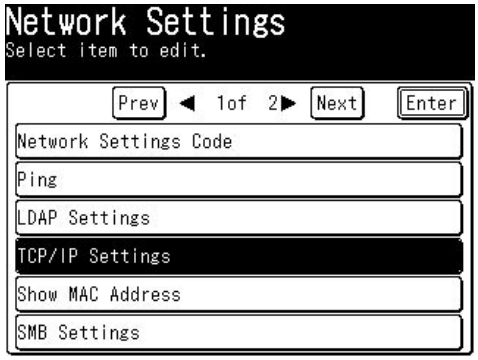

2. Press [Network Settings].



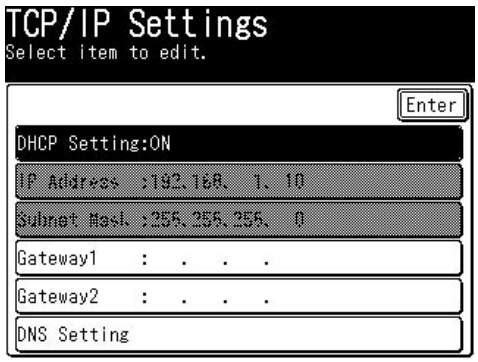
**NOTE:** If the network settings code has been set, you must enter the proper four-digit passcode using the numeric keys and press [Enter].



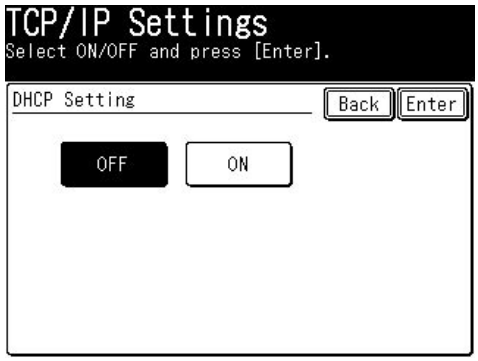

**3** Press [TCP/IP Settings].



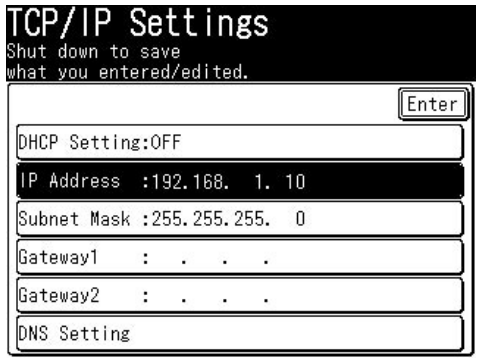

**4** Press [DHCP Setting].



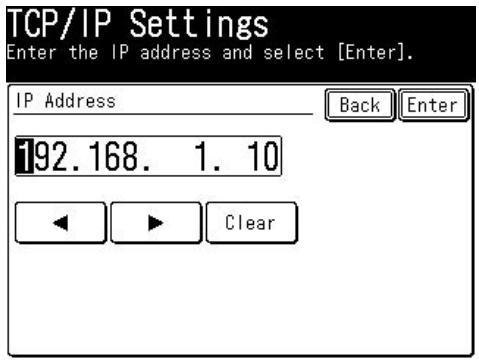

**5** Select [OFF] and press [Enter].



**6** Press [IP Address].



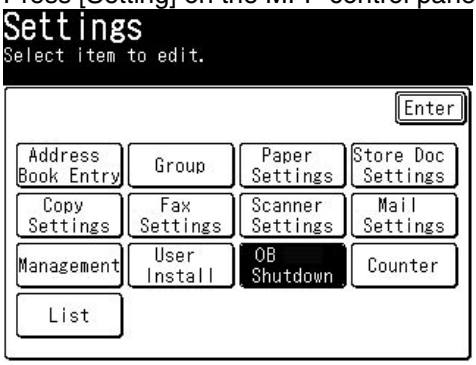

**7** Use the numeric key to enter the new IP address and press [Enter].
Use the arrow keys to navigate the IP address fields. To delete a number, press [Clear].




**8** When you are finished, press [Enter].

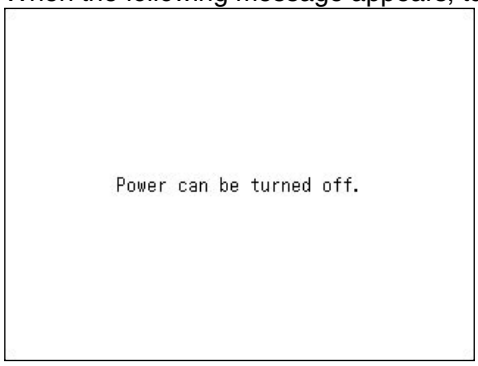
**9** Press [Reset] on the MFP control panel.

**10** Reboot the MFP to activate the new settings.
(1) Press [Setting] on the MFP control panel, then [OB Shutdown].




(2) When prompted, click [Yes].

(3) When the following message appears, turn the machine off.




(4) After three or more seconds, turn the machine back on.

**11** Go to “Verifying the IP settings” on the next page.

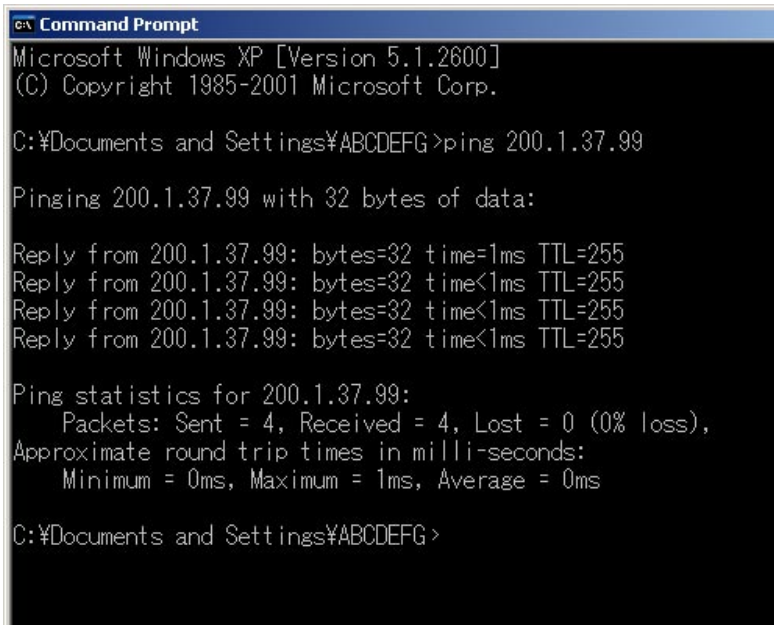
## Verifying the IP settings

You can ping the IP address and verify that it responds.

**1** On the “Network settings list”, you can see the IP address of the MFP.

**2** Access the command prompt on a network computer, type “ping” followed by the IP address of the MFP.

If the MFP is active on the network, you will receive a reply.
(Sample)


Command Prompt
Microsoft Windows XP [Version 5.1.2600]
(C) Copyright 1985-2001 Microsoft Corp.
C:¥Documents and Settings¥ABCDEFG>ping 200.1.37.99
Pinging 200.1.37.99 with 32 bytes of data:
Reply from 200.1.37.99: bytes=32 time=1ms TTL=255
Reply from 200.1.37.99: bytes=32 time<1ms TTL=255
Reply from 200.1.37.99: bytes=32 time<1ms TTL=255
Reply from 200.1.37.99: bytes=32 time<1ms TTL=255
Ping statistics for 200.1.37.99:
Packets: Sent = 4, Received = 4, Lost = 0 (0% loss),
Approximate round trip times in milli-seconds:
Minimum = 0ms, Maximum = 1ms, Average = 0ms
C:¥Documents and Settings¥ABCDEFG>

**NOTE:** To run the command prompt:

On Windows 98
Click **Start** → **Programs** → **MS-DOS Prompt**

On Windows Me
Click **Start** → **Programs** → **Accessories** → **MS-DOS Prompt**

On Windows 2000 and XP
Click **Start** → **ALL Programs** → **Accessories** → **Command Prompt**

On Windows NT 4.0
Click **Start** → **Programs** → **Command Prompt**

On Windows server 2003
Click **Start** → **Command Prompt**

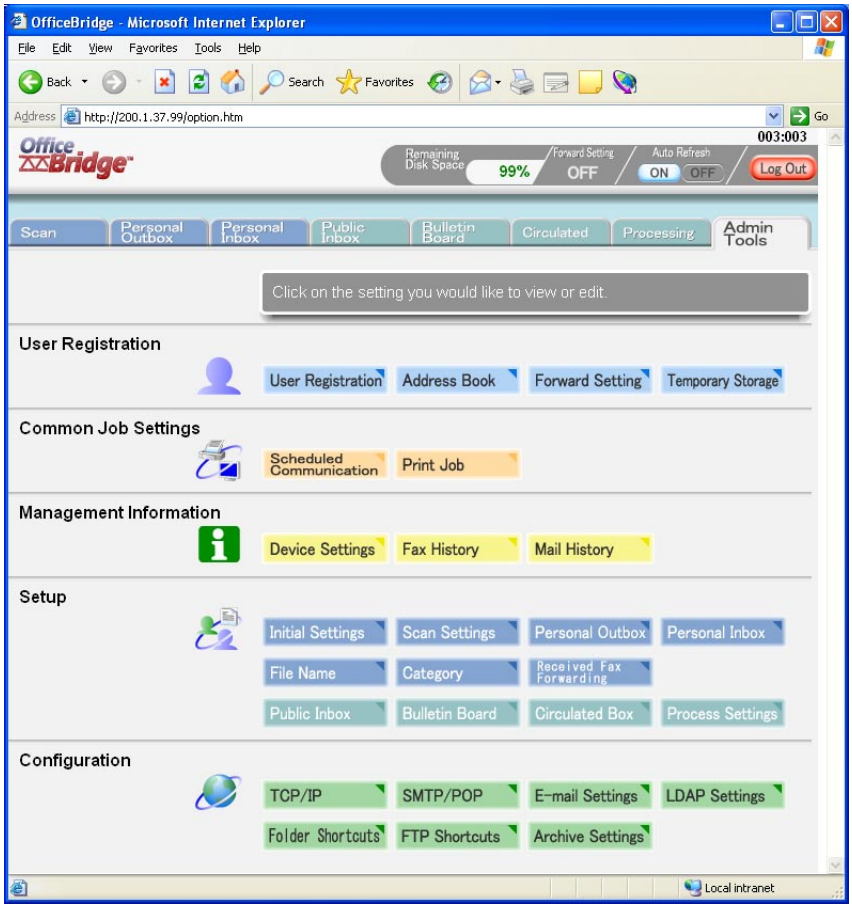
# Browser-based setup

Using your browser you can access the OfficeBridge web page which allows you access to several machine functions and settings.

If you are an administrator, you can also configure the network settings such as TCP/IP settings, e-mail settings, and so on.

To configure the network settings, use the tools underneath the “Configuration” heading of the “Admin Tolls” tab.

**NOTE:** For more information on the “Admin tools”, refer to the “Using the Admin Tools” described on the chapter 3 of the User’s Guide.




### To access the OfficeBridge web page:

Enter the MFP’s IP address in the URL address field of your browser (for example, http://192.168.1.10).

If you do not know the IP address of your MFP, you can find it by:

- Press [Setting], [Management], [Network Settings], and [TCP/IP] in this order. You can view the IP address on the TCP/IP setting display.
  – or –
- Print the “Network Settings list” and view the “IP Address” located underneath the “TCP/IP” heading. To print the network settings list, press [Setting] → [List] → [Network Settings].

# Step 5: Verifying the network settings

Print the “Network Settings” to verify the network settings. The “Network Settings” lists “LDAP Settings”, “TCP/IP Settings” and “SMB Settings”.

**NOTE:** Be sure to save the network settings list after you print it. You may need to access it as another time.

## Printing the “Network settings”

1. Press [Setting] on the MFP’s control panel.
2. Press [List] → [Network Settings].
3. When prompted, press [Yes].
   *The “Network Settings” will be printed.*

# Step 6: Installing the OfficeBridge programs

After you have configured the MFP for TCP/IP setup, you are ready to install the OfficeBridge programs.

To take full advantage of the features of OfficeBridge, install the OfficeBridge drivers and utility programs contained in the “Installation Disk” CD that shipped with the OfficeBridge expansion kit.

These programs are separated into utility programs and drivers.

**<Utility Programs>**

- **“OB InfoMonitor”**

  This program alerts users when new documents arrive.

  It can also be configured to send alerts for not only new documents but also the result status of sending and printing.

  For more on how to use “OB InfoMonitor,” see “InfoMonitor” on the chapter 4 of the “User’s Guide”.

- **“OB Document Download Manager”**

  This utility program automatically downloads received documents. You can specify the type of document, where to download it, at what time to download it and the appropriate file format.

  For more on how to use “OB Document Download Manager,” see “Document Download Manager” on the chapter 5 of the “User’s Guide”.

- **“OB CoverPage Editor”**

  This program is used to customize cover pages for fax transmissions.

  Recipient information (company name, department, personal name, etc.) is automatically inserted, so you do not need to create cover pages for each user.

  For more on how to use “OB CoverPage Editor”, see “Using the CoverPage Editor” on the chapter 6 of the “User’s Guide”.

**<Drivers>**

- **“Muratec GDI Print Driver”**

  This driver is required to use OfficeBridge to print documents created using application software.

- **“Muratec Fax Driver”**

  This driver is required to use OfficeBridge to directly fax documents created from PC applications.

- **“Muratec OB TWAIN Connector”**

  This program is used to read images imported using the OfficeBridge scanner utility into a graphical image editing application.

  For more on how to use the “Muratec OB TWAIN Connector,” see “Network scanner” in the chapter 2 of the “User’s Guide”.

- **“Muratec OB TiffMaker”**

  This driver converts documents created in PC applications into TIFF image files. Converted image files can then be sent as file attachments.

# Installing the OfficeBridge programs

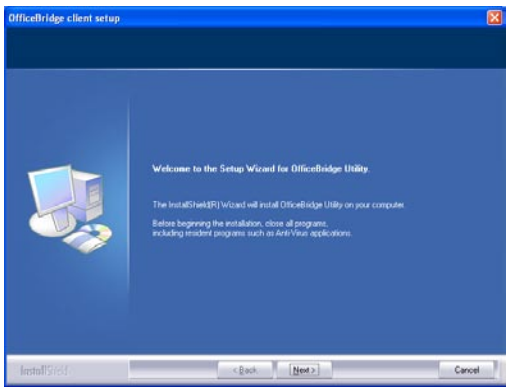
**NOTE:**
- Install utility programs or drivers on each computer.
- Before installing, scan for viruses and close any running applications. Failing to do so may interfere with proper installation.
- Windows 2000, Windows XP, Windows NT 4.0, and Windows server 2003 requires that you have administrative access to install drivers and utility programs on your computer.

**1** Insert the “Installation Disk” CD into the CD-ROM drive on your computer.

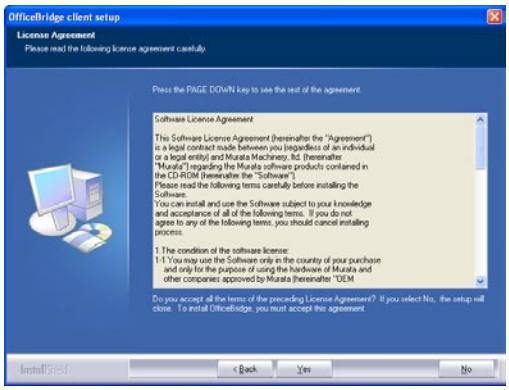
If the CD does not auto-run, use Windows Explorer to run the Setup.exe program from the root directory of the CD.

**2** Click [Setup], and then [OfficeBridge].

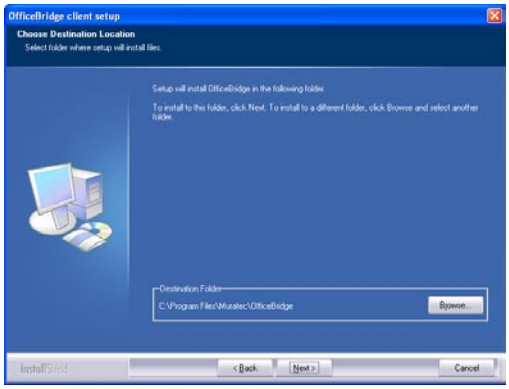
**3** Click [Next].


OfficeBridge client setup
Welcome to the Setup Wizard for OfficeBridge Utility.
The InstallShield(R) Wizard will install OfficeBridge Utility on your computer.
Before beginning the installation, close all programs,
including resident programs such as Anti-Virus applications.
InstallShield
< Back
Next >
Cancel

**4** After carefully reading the “License Agreement”, click [Yes] if you agree.


OfficeBridge client setup
License Agreement
Please read the following license agreement carefully.
Press the PAGE DOWN key to see the rest of the agreement.
Software License Agreement
This Software License Agreement (hereinafter the "Agreement") is a legal contract made between you (regardless of an individual or a legal entity) and Murata Machinery, ltd. (hereinafter "Murata") regarding the Murata software products contained in the CD-ROM (hereinafter the "Software").
Please read the following terms carefully before installing the Software.
You can install and use the Software subject to your knowledge and acceptance of all of the following terms. If you do not agree to any of the following terms, you should cancel installing process.
1.The condition of the software license:
1-1 You may use the Software only in the country of your purchase and only for the purpose of using the hardware of Murata and other companies approved by Murata (hereinafter "OEM
Do you accept all the terms of the preceding License Agreement? If you select No, the setup will close. To install OfficeBridge, you must accept this agreement.
InstallShield
< Back
Yes
No

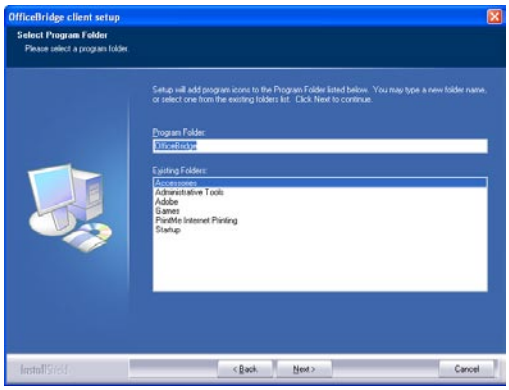
**5** Click [Next].
If you want to install the driver into another location, click [Browse] and located the preferred file location.


OfficeBridge client setup
Choose Destination Location
Select folder where setup will install files.
Setup will install OfficeBridge in the following folder.
To install to this folder, click Next. To install to a different folder, click Browse and select another folder.
Destination Folder
C:\Program Files\Muratec\OfficeBridge
Browse...
InstallShield
< Back
Next >
Cancel

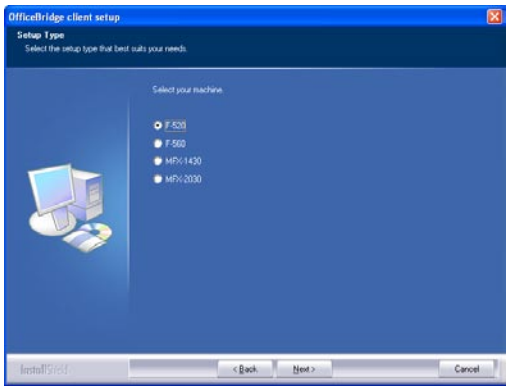
**6** Specify which program folder you want to use when launching programs from the “Start” menu.

To specify another folder, enter the folder name in “Program Folder:”.
To use a pre-existing program folder, select it from the “Existing Folders:” list.

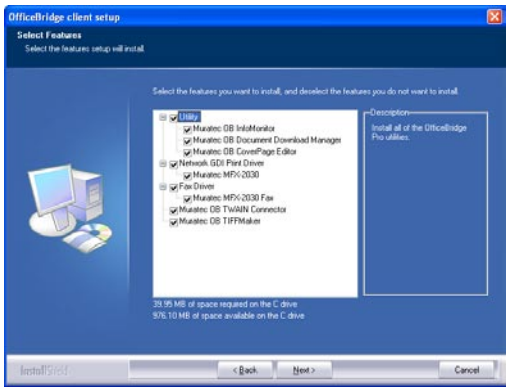
Then click [Next.]



**7** Select your MFP, then click [Next].




**8** Select the utilities and drivers you want to install.

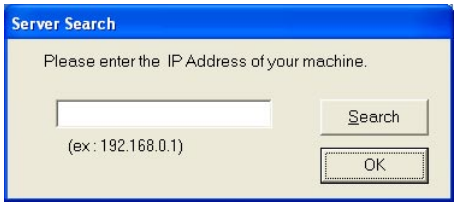



If you do not want to install a particular program, simply uncheck the corresponding checkbox.

**9** When you have finished selecting programs, click [Next].

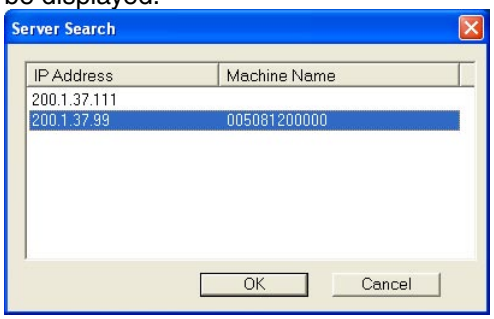
**10** Click [OK].

**11** When the “Server Search” dialog appears, enter the IP address of your MFP.



**NOTE:** Even if you do not know the MFP's IP address, you can find it by following these steps.

(1) Click [Search].
The setup program will search for the IP address of MFP devices on the network.
After a few moments, any Muratec MFP's on the network will be displayed.



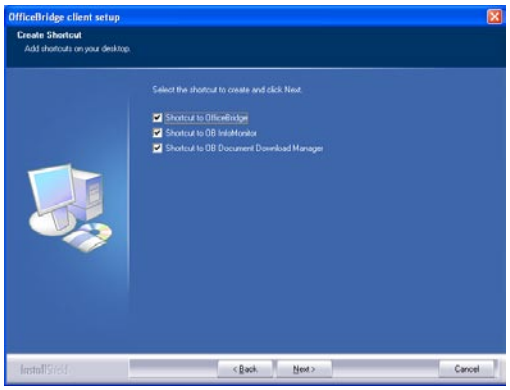

On the Windows XP Service Pack 2, "Windows Security Alert" dialog will appear when clicking [Search]. In this case, click [Unblock] to continue searching.

Windows Security Alert
To help protect your computer, Windows Firewall has blocked some features of this program.
Do you want to keep blocking this program?
Name: mmlSSearch
Publisher: MURATA MACHINERY,LTD.
Keep Blocking
Unblock
Ask Me Later
Windows Firewall has blocked this program from accepting connections from the Internet or a network. If you recognize the program or trust the publisher, you can unblock it. When should I unblock a program?

(2) Select an IP address, then click [OK].

**12** After entering the IP address, click [OK].

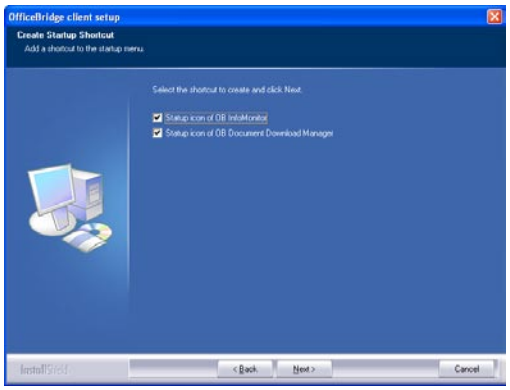
**13** Select which program shortcuts you want to create on your computer's desktop.




If you do not want to create a particular shortcut, simply uncheck the corresponding checkbox.

**14** Click [Next].

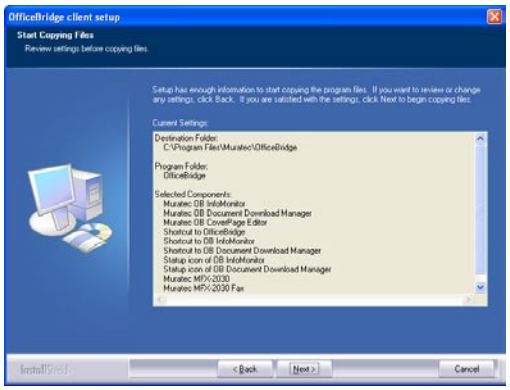
**15** Select which programs to add to the Startup group.
When programs are added to the startup group, they will be launched automatically when the computer is turned on.


OfficeBridge client setup
Create Startup Shortcut
Add a shortcut to the startup menu.
Select the shortcut to create and click Next.
Startup icon of OB InfoMonitor
Startup icon of OB Document Download Manager
< Back
Next >
Cancel

If you do not want to install a particular shortcut, simply uncheck the corresponding checkbox.

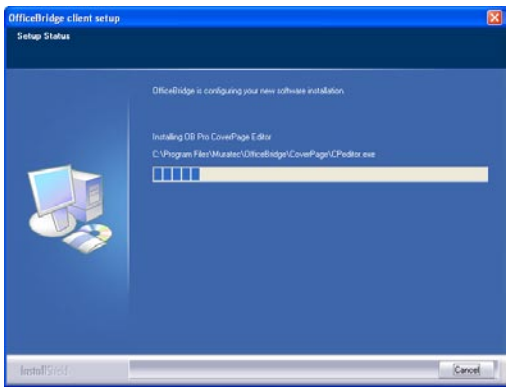
**16** Click [Next].

**17** The settings previously entered will be displayed.

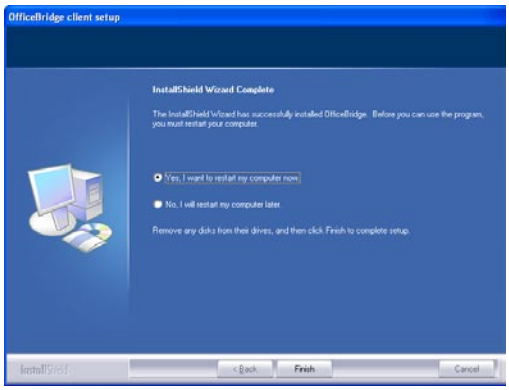

OfficeBridge client setup
Start Copying Files
Review settings before copying files.
Setup has enough information to start copying the program files. If you want to review or change any settings, click Back. If you are satisfied with the settings, click Next to begin copying files.
Current Settings:
Destination Folder:
C:\Program Files\Muratec\OfficeBridge
Program Folder:
OfficeBridge
Selected Components:
Muratec OB InfoMonitor
Muratec OB Document Download Manager
Muratec OB CoverPage Editor
Shortcut to OfficeBridge
Shortcut to OB InfoMonitor
Shortcut to OB Document Download Manager
Startup icon of OB InfoMonitor
Startup icon of OB Document Download Manager
Muratec MFX-2030
Muratec MFX-2030 Fax
< Back
Next >
Cancel

If you would like to change any of these, click [Back] to go back and modify the previous settings.

**18** Click [Next].



**19** When installation is complete, the completion wizard will appear.


OfficeBridge client setup
InstallShield Wizard Complete
The InstallShield Wizard has successfully installed OfficeBridge. Before you can use the program, you must restart your computer.
Yes, I want to restart my computer now.
No, I will restart my computer later.
Remove any disks from their drives, and then click Finish to complete setup.
InstallShield
< Back
Finish
Cancel

**20** Select the “Yes, I want to restart my computer now.” radio button and click [Finish].

---

**NOTE:** For information on using the drivers and utilities, please refer to the corresponded chapter on the “User’s Guide” contained in the CD.

---

## *Deleting OfficeBridge programs*

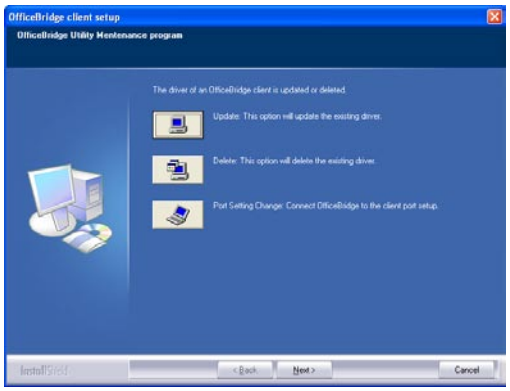
If you wish to delete OfficeBridge programs for any reason, perform the following procedures.

**NOTE:** By performing this procedure, all installed OfficeBridge programs will be deleted.

**1** Open the “Control Panel” window.

**2** From the “Add or Remove Programs” dialog, select the “OfficeBridge”.

**3** Click **Change/Remove** (or **Add/Remove** if using Windows 98/Me, NT4.0). *“OfficeBridge Utility Maintenance program” will appear.*


OfficeBridge client setup
OfficeBridge Utility Maintenance program
The driver of an OfficeBridge client is updated or deleted.
Update: This option will update the existing driver.
Delete: This option will delete the existing driver.
Port Setting Change: Connect OfficeBridge to the client port setup.
InstallShield
< Back
Next >
Cancel

**4** Click “Delete”.

**5** Follow the prompts to delete the OfficeBridge programs from your PC.

# Step 7: Setting up the e-mail server

In order to use the e-mail and Internet fax functions on your MFP, the “SMTP/POP” settings and “E-mail Settings” must be setup. These settings can be configured using the Web Browser.

**NOTE:** Using the “Admin Tools” on the OfficeBridge web page, you can check and configure all the network settings for your MFP. For more information on using the “Admin Tools”, refer to “Chapter 3: Using the Admin Tools” on the User’s Guide.

## SMTP/POP server settings

**1** Type your MFP’s IP address in the URL address field on your web browser (for example, http://192.168.1.10).

If you do not know the IP address of your MFP, you can find it by:

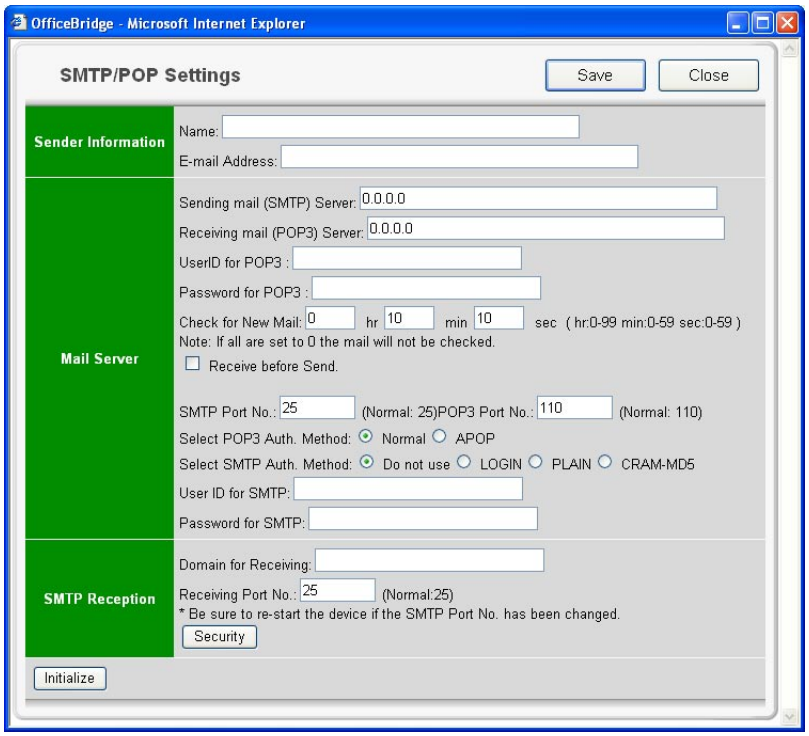
- Press [Setting], [Management], [Network Settings], and [TCP/IP] in this order. You can view the IP address on the TCP/IP setting display.

– or –

- Print the “Network Settings list” and view the “IP Address” located underneath the “TCP/IP” heading. To print the network settings list, press [Setting] → [List] → [Network Settings].

**2** Click “Admin Tools” tab.

**3** Click [SMTP/POP] under the “Configuration” column.
*The “SMTP/POP Settings” screen will appear.*


OfficeBridge - Microsoft Internet Explorer
SMTP/POP Settings
Save
Close
Sender Information
Name:
E-mail Address:
Mail Server
Sending mail (SMTP) Server: 0.0.0.0
Receiving mail (POP3) Server: 0.0.0.0
UserID for POP3 :
Password for POP3 :
Check for New Mail: 0 hr 10 min 10 sec ( hr:0-99 min:0-59 sec:0-59 )
Note: If all are set to 0 the mail will not be checked.
Receive before Send.
SMTP Port No.: 25 (Normal: 25)POP3 Port No.: 110 (Normal: 110)
Select POP3 Auth. Method: Normal APOP
Select SMTP Auth. Method: Do not use LOGIN PLAIN CRAM-MD5
User ID for SMTP:
Password for SMTP:
SMTP Reception
Domain for Receiving:
Receiving Port No.: 25 (Normal:25)
* Be sure to re-start the device if the SMTP Port No. has been changed.
Security
Initialize

**4** Enter the settings for your e-mail server.

| | Item | Description |
|---|---|---|
| “Sender Informa-tion” | Name | Sets the name that is displayed in the sender field (“From” field) when sending e-mail.<br>Up to 40 characters can be registered. |
| | E-mail Address | Enter the e-mail address that is assigned to your machine.<br>Up to 50 characters can be registered. |
| “Mail Server” | Sending mail (SMTP) Server | Enter the domain name or IP address of the SMTP server used for sending e-mail.<br>When entering a domain name, you can register up to 50 characters. |
| | Receiving mail (POP3) Server | Enter the domain name or IP address of the POP3 server used for receiving e-mail.<br>When entering a domain name, you can register up to 50 characters.<br>**NOTE:** Even if the STMP server and the POP3 server are the same server, set both. |
| | User ID for POP3 | Enter the user ID for the POP3 server.<br>Up to 50 characters can be registered. |
| | Password for POP3 | Enter the password for the POP3 server.<br>Up to 50 characters can be registered. |
| | Check for New Mail | Set the interval at which the mail server is checked for new mail. The minimum value is 5 seconds and the maximum is 99 hr 59 min 59 sec.<br>The default value is 10 min.<br>If you want to check for mail manually, set all of these values to “0”. In this case, you can receive e-mail by the following procedure.<br><Receiving e-mail manually><br>1. Press [FAX] on the control panel of your machine.<br>2. Press [Others] on the display.<br>3. Press [Next] to show the next screen.<br>4. Press [Check Mail]. |
| | Receive before Send | For some providers, POP authentication is required before sending (send request to SMTP server). In this case, check this item. |
| | SMTP Port No. | Enter the SMTP port number. (0–65535)<br>Normally, set to “25”. |
| | POP3 Port No. | Enter the POP port number. (0–65535)<br>Normally, set to “110”. |

| | | |
|---|---|---|
| | Select POP3 Auth. Method | APOP (Authenticated POP) is a POP security protocol that encrypts the POP password when connecting with the POP server.<br>If APOP is available on the POP server you are using, select “APOP”. Otherwise, select “Standard”. |
| | Select SMTP Auth. Method | Select the SMTP authentication method if the SMTP server you are using requires authentication. |
| | User ID for SMTP | Enter the user ID for the SMTP server, if necessary.<br>Up to 50 characters can be registered. |
| | Password for SMTP | Enter the password for the SMTP server, if necessary.<br>Up to 50 characters can be registered. |
| “SMTP Reception” | “Domain for Receiving” | When receiving mail with SMTP from the mail server, this sets the accepting domain name.<br>STMP reception is not possible unless this is set.<br>It can be entered up to 50 characters. |
| | “Receiving Port No.” | Input the SMTP port number.<br>Normally, set to “25”. |
| | [Security] button | You can register up to five computer IP addresses or domains for clients allowed to receive. Click the [Security] button, then register in the “Security” dialog. |
| [Initialize] | Initialize the SMTP/POP settings. The settings will return to the factory default setting. | |
| [Save] | Saves the settings. | |
| [Close] | Closes the “Process Request Settings” dialog. | |

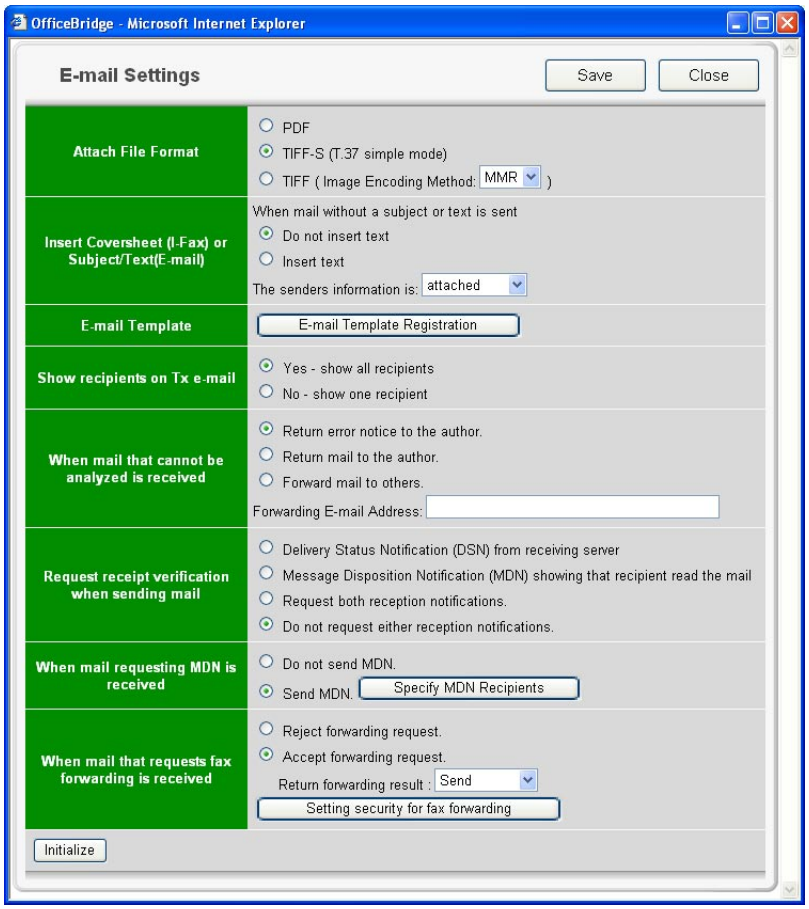
**5** When you are finished, click [Save] to save the settings.

# E-mail Settings

**1** Type your MFP's IP address in the URL address field on your web browser (for example, http://192.168.1.10).

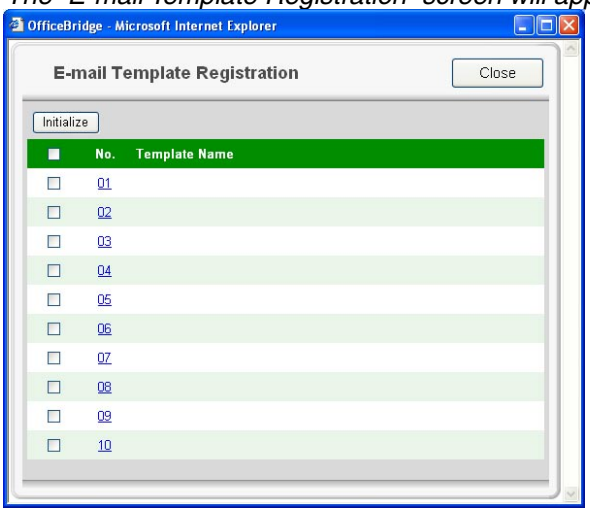
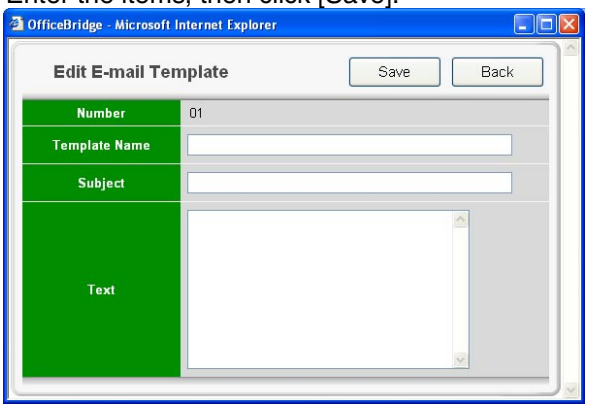
**2** Click "Admin Tools" tab.

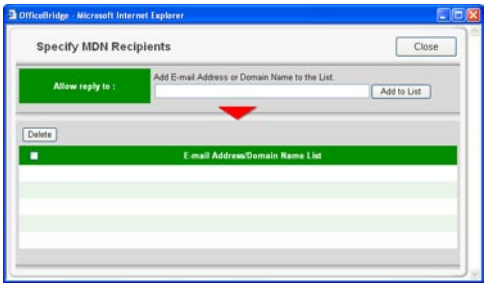
**3** Click [E-mail Settings] on the "Configuration" column.
*The "E-mail Settings" screen will appear.*

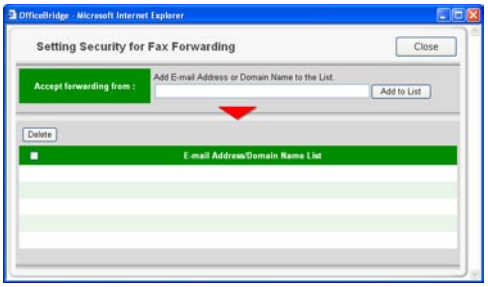

OfficeBridge - Microsoft Internet Explorer
E-mail Settings
Save
Close
Attach File Format
PDF
TIFF-S (T.37 simple mode)
TIFF ( Image Encoding Method: MMR )
Insert Coversheet (I-Fax) or Subject/Text(E-mail)
When mail without a subject or text is sent
Do not insert text
Insert text
The senders information is: attached
E-mail Template
E-mail Template Registration
Show recipients on Tx e-mail
Yes - show all recipients
No - show one recipient
When mail that cannot be analyzed is received
Return error notice to the author.
Return mail to the author.
Forward mail to others.
Forwarding E-mail Address:
Request receipt verification when sending mail
Delivery Status Notification (DSN) from receiving server
Message Disposition Notification (MDN) showing that recipient read the mail
Request both reception notifications.
Do not request either reception notifications.
When mail requesting MDN is received
Do not send MDN.
Send MDN.
Specify MDN Recipients
When mail that requests fax forwarding is received
Reject forwarding request.
Accept forwarding request.
Return forwarding result : Send
Setting security for fax forwarding
Initialize

**4** Enter the settings for your e-mail environment.

| Item | Description |
|---|---|
| “Attach File Format” | Specifies whether the document is converted into a “PDF”, “TIFF-S” or “TIFF” format when sending an e-mail.<br>•PDF<br>The document is converted into PDF format. However, a PDF file can only be transmitted to an e-mail inbox.<br>•TIFF-S (ITU-T T.37 simple mode)<br>The document is converted into a TIFF format based on T.37 simple mode. T.37 is an international standard for Internet faxing. When a document is sent in simple mode format, it can be received normally by other Internet fax devices. However, all attached documents are converted to A4 size and 200 dpi resolution.<br>•TIFF (ITU-T T.37 full mode)<br>The document is converted into a TIFF format and is sent at the original document size and resolution selected during scanning.<br>“TIFF Image Encoding Method” sets the image encoding method for sending documents with “TIFF”. Select “MH”, “MR”, “MMR”, or “JBIG”.<br>**NOTE:** This setting is effective only for an e-mail sending from the PC. For the attached file format of an e-mail sending from the machine, you can set it using the machine’s control panel.<br>However, the “TIFF Image Encoding Method” setting is effective for both e-mail sending from PC and e-mail sending from machine. |
| “Insert Coversheet (I-Fax) or Subject/ Text (E-mail)” | Select whether to automatically attach the following preset subject line and text message, into an e-mail if it is sent without these items filled in by the user.<br>*Subject: E-mail Message*<br>*Text: This is an e-mail message.*<br>*Please see the file attached.*<br>When “Insert text” is selected, you can also select whether to add the sender information to the text.<br>The sender information can be stored in “SMTP/POP Settings” dialog.<br>**NOTE:** This setting is effective only for an e-mail sent from the PC.<br>However, “The sender information” setting is effective for both e-mail sent from a PC and e-mail sent from the machine. |

| | |
|---|---|
| “E-mail Template” | Up to 10 e-mail templates can be registered for sending. Registered e-mail templates can be accessed from the machine when sending an e-mail.<br>To register or edit an e-mail template:<br>(1) Click [E-mail Template Registration].<br>*The “E-mail Template Registration” screen will appear.*<br>  <br>(2) To register a new template, click a number that does not contains a template.<br>To edit a template, click the template name you want to edit.<br>*The “E-mail Template” screen will appear.*<br>(3) Enter the items, then click [Save].<br>  |
| “Show recipients on Tx e-mail” | Sets whether or not to write the e-mail destination information (To, Cc, Bcc) in the e-mail header.<br>If e-mail is broadcast in large volumes to multiple addresses, some SMTP servers may not accept the e-mail transmission. If this happens, select “No – show one recipient”. |

| | |
|---|---|
| “When mail that cannot be analyzed is received” | In some cases, received e-mail cannot be correctly printed due to the format of a received file. This mode allows you to either return an error message to the sender or have the message forwarded to another inbox.<br>• **Return error notice to author**<br>Returns an error notice to the author<br>• **Return mail to author**<br>Returns the original e-mail to the author.<br>• **Forward mail to others**<br>Forwards the e-mail to another e-mail address without returning it to the author. You can set just one e-mail address in which to forward mail that can not be analyzed. The forwarding e-mail address can contain up to 50 characters |
| “Request receipt verification when sending mail” | This sets whether to request the receiver for delivery check (DSN) or reading check (MDN) when sending e-mail.<br>•**Delivery Status Notification (DSN) from receive server**<br>Requests a delivery confirmation.<br>•**Message Disposition Notification (MDN) showing that recipient read the mail**<br>Requests a read receipt.<br>•**Request both reception notifications**<br>Requests both a delivery confirmation and a read receipt.<br>•**Do not request either reception notifications**<br>The delivery notification and read receipt will not be requested.<br>**NOTE:** Some mail servers and e-mail reception software will not respond to these requests. |
| “When mail requesting MDN is received” | Select whether to return a MDN (Message Disposition Notification) when e-mail is received for which the sending side requests an MDN.<br>• **Do not send MDN**<br>Not reply a MDN.<br>• **Send MDN**<br>Reply a MDN.<br>**[Specify MDN Recipients]**<br>This is set for replying to MDN only for e-mail received from specific e-mail addresses or domain names.<br>Click the [Specify MDN Recipients], then register an e-mail address or domain name. Up to five can be registered.<br>  <br><br>**NOTE:** If you check “Send MDN”, but do not set the “Security for MDN”, MDN replies are sent to all e-mail requesting them |

| | |
|---|---|
| “When mail that requests fax forwarding is received” | This sets whether or not to honor requests for forwarding received e-mail as faxes.<br>• **“Reject forwarding request”**<br>Denies forwarding requests<br>• **“Accept forwarding request”**<br>Accept forwarding requests<br>**[Setting Security for Fax Forwarding]**<br>This is set when fax forwarding requests are accepted, but this is restricted to requests from specific e-mail addresses and domain names. Up to five can be registered.<br>Click the [Setting Security for fax forwarding], then register in the “Setting Security for Fax Forwarding” dialog.<br>  <br>**NOTE:** If you check “Accept forwarding requests” but do not set the “Security for Fax Forwarding”, then all e-mail requesting fax forwarding is forwarded. |
| [Initialize] | Initialize the e-mail settings. The settings will return to the factory default setting. |

**5** When you are finished, click [Save] to save the settings.

## *Default setting list*

### ❑ SMTP/POP Settings

| Item | Content | Default setting |
|---|---|---|
| Name | Up to 40 characters | (Blank) |
| E-mail Address | Up to 50 characters | (Blank) |
| SMTP Server | Domain name or IP address.<br>Up to 50 characters | 0.0.0.0 |
| POP3 Server | Domain name or IP address<br>Up to 50 characters | 0.0.0.0 |
| User ID for POP3 | Up to 50 characters | (Blank) |
| Password for POP3 | Up to 50 characters | (Blank) |
| Check for New Mail | 0:0:05 – 99:59:59 | 0:10:0<br>(10 minutes) |
| Receive before send | POP before SMTP | No |
| SMTP port No. | 0 – 65535 | 25 |
| POP3 port No. | 0 – 65535 | 110 |
| POP authentication method | Normal / APOP | Normal |
| SMTP authentication method | Do not use / LOGIN / PLAIN / CRAM-MD5 | Do not use |
| User ID for SMTP | Up to 50 characters | (Blank) |
| Password for SMTP | Up to 50 characters | (Blank) |
| Domain Receiving | Up to 50 characters | (Blank) |
| Receiving Port No. | 0 – 65535 | 25 |

### ❑ E-mail Settings

| Item | Content | Default setting |
|---|---|---|
| Attach File Format | PDF / TIFF-S / TIFF | TIFF-S (T.37 simple mode) |
| Insert Coversheet (I-Fax) or Subject/Text (E-mail) | •Whether to insert the preset subject and text if e-mail is sent with no subject and text.<br>•Whether to attach the sender information (name & e-mail address). | Insert text<br><br><br>Attached |
| E-mail Template | Up to 10 templates can be registered | Blank |
| Show recipients on Tx e-mail | Yes / No | Yes – show all recipients |
| When mail that cannot be analyzed is received | Dealing of e-mail that cannot be analyzed | Return error notice |
| Request receipt verification when sending mail | DSN / MDN | Do not request |
| When mail requesting MDN is received | Dealing of MDN request.<br>Up to 5 mail address or domain can be registered. | Send MDN |
| When mail that requests fax forwarding is received | Dealing of forwarding request. | Accept forwarding request |

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